



Cover Memorandum/Staff Report

File #: 25-301

Agenda Date: 3/11/2025

Item #: 6.M.

TO: Mayor and Commissioners
FROM: Anthea Gianniotis, Development Services Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: March 11, 2025

RESOLUTION NO. 55-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING THE ADDITION OF PLANNERS TO THE PROFESSIONAL SERVICES EXEMPTION FROM THE COMPETITIVE PROCESS OUTLINED IN THE CITY'S PURCHASING POLICIES AND PROCEDURES MANUAL; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Recommended Action:

Motion to approve the addition of professional planners to the Professional Services valued up to \$65,000 exempt from the competitive process.

Background:

The City's Purchasing Policies and Procedures Manual (PPPM) exempts "Consultant/Professional Services" from competitive solicitation valued up to \$65,000. According to the PPPM, Professional Services means "*those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.*"

Staff recommends that the Commission make a determination that services within the scope of practice of professional planners are "professional services" exempt from the competitive process for services valued up to \$65,000. This will enable staff to contract with professional planning consultants for smaller planning efforts, like amendments to the Land Development Regulations, without a more time consuming competitive selection, allowing staff to respond faster to City needs. More in depth planning efforts, in excess of \$65,000, would remain under the competitive selection process.

City Attorney Review:

Approved for form and legal sufficiency

Funding Source/Financial Impact:

No change to the funding amount budgeted for Professional Services.

Timing of Request:

N/A